

BUILDING DIVISION

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

Required

- ___ Building card - containing final initials of inspectors, also includes fire, engineering and landscaping, all must be Scheduled on the building inspection request line.
- ___ Surveys (3) final as built - required items: elevations of building showing all intended setbacks from property lines and other existing structures.
- ___ Certificate of elevation (3) (requires engineers review) - (sealed by surveyor) expiration date 2012 with pictures of front and rear of property required on form- Map#12011c/Community #120035 *Complete Sections C + D
- ___ Contractors list - (major subs: list addresses, phone numbers, license no.)
- ___ Certificate of insulation - (must be original)
- ___ Certificate of soil treatment - (for termite - original) chapter 105.10 termite **protection:** "this building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with the rules and laws as established by the Florida department of agriculture and consumer services."
- ___ Energy calcs form - Copy of signed (EPL) form signed by G C(Residential only)
- ___ Health dept. approval letter - (on septic or private water) Certification Clearance Final
Note: if house has a septic tank, approval letter is required from the health dept.
- ___ D.P.E.P. approval letter if form is stamped **conditional**: then we need a final approval letter.
- ___ Soil compaction letter - (density reports required)
- ___ Letter for supervision of truss placement
- ___ Utilities approval letter or receipt (for Residential & Commercial projects) (954) 433-4000 Davie Water Dept
- ___ Impact fees for police & fire (see chart)
- ___ Fire Rescue Fees (see chart)
- ___ Emergency co, see fee schedule for cost. Within 24 hrs of dropping off.
*must meet minimum safety requirements per code (road access fire hydrants, etc)
- ___ Completed package must be submitted only, processing time is 72 hrs from time dropped off.*

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit